

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 23, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 23, 2019 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Mike Hardie, Frank Dressel, and Travis Lee. Vice Chairman Doug Robbins was not present. Kimberly Rigdon arrived late.

AGENDA

Upon motion by Dressel to approve agenda, seconded by Lee, the agenda was unanimously approved.

NO PUBLIC COMMENT:

At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2019-20.

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Reopened regular meeting at 8:14 AM

CONSENT AGENDA ITEMS

Upon motion made by Rigdon and seconded by Dressel. The consent agenda items 1a and 1b were unanimously approved.

1a For possible action. Approval of previous minutes, as modified to change bid date from April 22 to July 10, 2019 in Agenda item #2 from the April 18, 2019 Regular Board Meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through April 31, 2019.

NO PUBLIC COMMENT.

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects. (Shannon Harris, Scott McCullough)

Chairman Hardie introduced this item. Harris states that as of March 31 there is no remaining amounts owing for repainting the Natatorium, Mural, or Slide Tower. Also nothing is remaining for sidewalk repair or replacement because Scott and I did an assessment of the condition of our sidewalks and determined that we didn't need to do that this year. In addition, the Locker Room Remodel is completely paid for. Hardie states that the Locker Room Remodel came in \$10,000 under budget. Lee asks if there is anything left on final punch list. McCullough stated that there are just some warranty items left. Harris states there is a small amount of \$7488 left in the Asset Management Plan that Maxwell and I manage but that doesn't mean that we will spend it. There is no remaining amount in the Contingency line item either. The contract amount is going to come in at the \$905,590 and the board approved \$1,065,750 for the 2018/2019 budget. So we are going to come in under budget. McCullough states that the Slide Pool Improvement Project is next. With your approval, we will begin the bid process on 7/10/2019. We are doing a bid alternative for duct socks all the way back to DH3. By doing that along with this project we may get some economies. So we will drain the pool, do the work with scaffolding in the pool, do the painting and repair all panels and gables. Hardie asks how long the project will take. McCullough states the timeline is mid-August to mid-September. Harris states the plastering will take from mid-September to mid-October. The only thing this project will disrupt is lessons and they can be done outside in the family pool. McCullough states that we will need to make some calls to make sure we have adequate coverage of bidding because it's a small project.

No Public Comment

3. **For Discussion Only. Discussion and update on the Asset Management Plan future funding.** Hardie introduced the item. Harris states that the Board stated last month that they wanted to bring this up for discussion. What I looked into was the amount of money we have regarding the document that is in you board binder. This document shows what we will spend each year in the capital improvement projects totaling over \$5000. This directly correlates with our 5 year Capital Plan that the Board approves. We have also talked about the Asset Management Plan. This is a funding model projection. Based on all the components we have entered in the reserve analysis program, it give us what our annual contribution should be to cover our capital projects moving forward. This doesn't necessarily all of our construction projects, it covers replacement of boilers, painting, and things like that. For example, for this coming year, to cover our components moving forward, it looks like we need to set aside \$340,000. We are rolling over \$1,393,000. So we do have a cushion in our account which I feel is necessary for emergency projects such as components that go out un-expectedly. And also projects that the board and I have approve through the 5 year planning. Lee states so what I am hearing Harris say is the \$340,000 is projected to be spent, for 2021, through the asset management plan leaving about \$1,000,000. It is important to identify these funds in case an emergency comes up such as a roof repair, or a big boiler change, which could raise as high as \$300,000-500,000. For the record, the public should be aware that those funds are earmarked for emergency related projects and unexpected repairs. Also moving forward, we need to establish a Master Plan so we can look at what we are and what that entails. I just want to go on the record so the public is clear that we have a strategic plan to be able to try to identify emergency funds set aside to address, in a fiscally responsible way, the facility. Also, any other documentation, such as the asset management plan should be attached to the minutes. Harris states that what she will do is to add another line item to this document saying Asset Management Plan funding and then that would deduct from the running total. Hardie states that in the fall the Board should try to tackle the Master Plan. Harris agrees. Harris states that we can augment the capital plan any time we want through board direction.

No Public Comment:

4. **For Possible Action. Discussion on granting a 1.25% cost of living increase to all PERS positions in the District, effective July 1, 2019, which will offset the increase in the PERS contribution rate which must require the employee to share 50% of that increase which is 1.154849. This will result in a cost to the District of approximately \$5,485.** Hardie introduced this item. Harris states that the last increase in PERS was 3 years ago. The Pool has chosen to cover the cost of PERS for full time employees for 30 years. At the present time we have 8 full time employees. As of July 1, when this goes into effect, we will only have 7 full time employees because one employee is retiring affective 6/30/2019. The Board has three alternatives: 1) the Board can reduce salaries; 2) the Board can give a cost of living increase that would cover the PERS increase; or 3) offset the cost of 1.25%. Cost to the district to do #3 would be about \$5485. Hardie asked for a motion to approve the increase. Lee states that he feels this makes sense considering the cost of living increases in our society today as well as having to take on those types of things. I am in favor of supporting our staff by trying to figure out opportunities that would allow us to help improve their living conditions.

Upon motion made by Lee and seconded by Dressel, to approve a 1.25% cost of living increase to all PERS positions in the District, effective July 1, 2019, which will offset the increase in the PERS contribution rate which must require the employee to share 50% of that increase which is 1.154849. This will result in a cost to the District of approximately \$5,485 was unanimously approved.

No Public Comment:

5. **For Possible Action. Discussion on authorizing staff to commence bidding process for the slide tower project and authorize Director to sign bidding documents.** Hardie introduced the item. Hardie asked if there was any further discussion. Hearing no further discussion, can I have motion to authorize the beginning of the bidding process for the slide tower project?

Upon motion made by Lee and seconded by Dressel, to authorize the beginning of the bidding process for the slide tower project was unanimously approved.

No Public Comment:

6. For Possible Action. Discussion and possible action to plaster the slide pool in the amount not to exceed \$15,500.

Hardie introduced the item. Hardie asked if there was any further discussion. Hearing no further discussion, can I have a motion to approve the plastering of the slide pool in the amount not to exceed \$15,500?

Upon motion made by Dressel and seconded by Lee, to approve the plastering of the slide pool in the amount not to exceed \$15,500 was unanimously approved.

No Public Comment:

7. Discussion Only. May 2019 Director's Report

User Attendance: See board binder documents.

- Attendance overall shows an increase of 173 users compared to April 2018.
- Swim lessons show a decrease compared to April 2018 but an increase from last month.
- Membership/ Pass usage shows an increase of 172 users from April 2018.
- Drop-Ins show an increase of 110 users compared to April 2018.
- '18-19 YTD attendance has decreased compared to '17-'18 YTD but income is up \$4,805 YTD.

Staffing and Programming:

- Promoted 5 Lifeguards into Senior Lifeguard positions. They are currently completing training and orientation.
- Interviewed two individuals for the PT maintenance aide position.
- Hired for two PT cashier position in addition to cross training current lifeguarding staff and have multiple college students returning training in cashiering.
- Hired approximately 20 Lifeguards and have approximately 9 college students returning.
- Events and programming this summer: Friday "Teen Nights". Open House June 1st, 4th of July Celebration. The first "Teen Night" was a success with over 40 teens in attendance.
- Hired a Dive Instructor to train, mentor and coach the staff so we can offer Dive classes.
- Hosted the NIAA JV Swim Championship Meet for the 1st time.
- Hosted multiple HS Swim/Dive Meets this season.

Marketing and Public Relations

- Record Courier is scheduled to cover the State Dive Championships on May 18th.
- US Swimming "Adult Learn to Swim Program" is advertising Nationally that we have a certified instructor on staff: Richard
- Continued regular social media exposure: Johnathan and Sarah D.
- Google Business info was updated and new pictures posted.
- Website is continually updated: Blake
- Swim Center Exposure through Record Courier's "Remarkable Women" Event at CVI: Shannon
- Chamber Luncheon attendance: Shannon
- Douglas High School Business Leadership/JAG Interview Process Volunteer: Shannon
- Boys & Girls Club of Western Nevada Advisory Council member: Shannon
- "Fore the Kids" Golf Tournament/DC Youth Fundraiser Event: Shannon

Employee Recognition:

- Employee of the Month: Shelbilyn Beaty, Lifeguard. She has recently been promoted to Sr Lifeguard position, is on-time for her shifts, dependable, completes maintenance related duties, and professional.

Maintenance Updates:

- Rockwall moved outside for the season.
- Family Pool tile replacement, depth markers and brick work completed
- BBQ walking path and naming of BBQ areas by staff.
- Additional lockers and partitions being manufactured.
- Listened to a presentation on the newest pool sanitation system "Clear Comfort".

Monthly Financial: See board binder documents.

- User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Hardie did mention that the NRPA conference is in September in Baltimore and PoolPact pays all of the cost. If anyone is interested, check your calendars and let us know.

No Public Comment

7. For Possible Action. Discussion on proposed agenda items for the June 20, 2019 meeting.

Upon motion made by Ridgon and seconded by Dressel, meeting was adjourned by unanimous approval.